Preventive Measures on Covid 19: Checklist for Secretaries and Officials of Local Governments
The Aim:

- Covid Free Kerala
- Breaking the chain of spreading Covid - Break the Chain
- Reduce the severity of affecting Covid - Crush the Curve
Sub-goals:

✓ Will not allow my Municipality/Grama Panchayat to be dominated by Covid.
  * Reduce the death rate due to Covid, to the maximum extent possible
  * Detect and eliminate the possibility of Covid spread
✓ Organise preventive measures by coordinating all departments and sections
✓ Excel the activities through daily monitoring
✓ Ensure the necessary health care and support systems for all patients in my area.
✓ Ensure that vaccine is available to all those who are eligible
✓ Ensure that no diseases spread due to lack of waste management.
✓ Ensure that no one in our area remains hungry due to lack of food.
Covid Prevention Measures:

Local Government Level Management

a) Local Self Government Office based War Room
   - Set up Panchayat/Municipality level War Room.
   - Responsibility Mapping of Officials and Performance Review.
   - At the ward level, the Covid Defense Team will always be equipped to function.

b) 24 hour help desk system & helpline numbers

c) Activation of existing committees for Covid prevention - Ward Level Sanitation and Health Committees, Ward Level Monitoring Committees, RRTs and Management Committees of DCCs/CFLTCs and ensuring their regular meetings.
Covid Prevention Measures ……. cont.

d) Daily online Monitoring - Morning and evening

e) Organizing the activities on the formation of community groups

f) Coordinating and supporting the activities of the Police, Revenue, Disaster Management Authority, Government’s Specially Assigned Officers and Volunteers.

g) Measures for maintaining accurate records of expenses incurred on Covid and for timely receipt of reimbursement amount from various agencies.
Activities to undertake / Information to know

(checklist)
1. Therapeutic related

a. Current active cases
b. New cases today
c. Test positivity rate
d. Those admitted to the hospital
e. Death within 24 hours
f. Availability of Medicines/Oxygen
g. Pulse oximeter
h. Service of Medical Team – Leadership of PHC Medical Officer (Telemedicine)
i. Follow-up treatment for those staying at home with other serious illnesses
2. Vaccine related

a) Number of persons vaccinated

b) Number of persons not vaccinated

c) Arrangements for Registration

d) Space facilities at vaccination centers,
Arrangements to avoid congestion
3. Quarantine related

a) Finding space for CFLTC / SLTC / DCC

b) Home quarantine facilities in homes

c) Ensuring support services

1. Food and drinking water

2. Electricity

3. Psychological Support - Counseling

4. Special consideration for women – consider their needs including sanitary pads.
4. Communication related

a) Information on health amenities, health workers and volunteers; including their phone numbers.

b) Mechanism for disseminating information to the public on disease prevention measures - Break the chain, Back to the Basics, Crush the Curve.

c) Mechanism at the Local Government’s Office for gathering and disseminating orders and instructions from the Chief Minister, Health Department, Disaster Management Authority and Local Self Government Department.

d) Informing the people about the helpline number of the Local Government.
5. Legal Procedures (Enforcement) Related

a) Ensure the compliance of government guidelines in the area of Local Government. For this, activate the officials entrusted by government.

b) Controlling the crowding in malls, shops, and markets in the local government area

c) Restricting participation in the places of weddings, deaths, political, social and religious gatherings and places of worship

d) Special restrictions to be imposed on the Containment Zones - What are the essential services prescribed by the Government.
6. Logistics Related

a) Beds available at the centers within the local government area
b) Bed availability centers at health centers outside the local government area
c) Ambulance/ Vehicle facility
d) Collecting emergency medical equipments including pulse oximeter with the help of the local community and making available in the wards.
e) Special interventions in the habitats of Scheduled Tribes, Scheduled Castes, Coastal People, and Plantation areas.
f) Providing food kits to deserving children through Anganwadi / School teachers
7. Waste Management facility

a) Waste management in DCCs and CFLTCs

b) Waste management in quarantined households

c) Ensuring door-to-door collection and processing by ensuring all safety arrangements

d) Prevention of contagious diseases by decontaminating public roads and water sources
Note:-

This checklist may be subject to modification by the local self-governing institutions in accordance with the guidelines issued by the Government from time to time in relation to Covid prevention and in view of the local Covid situation.